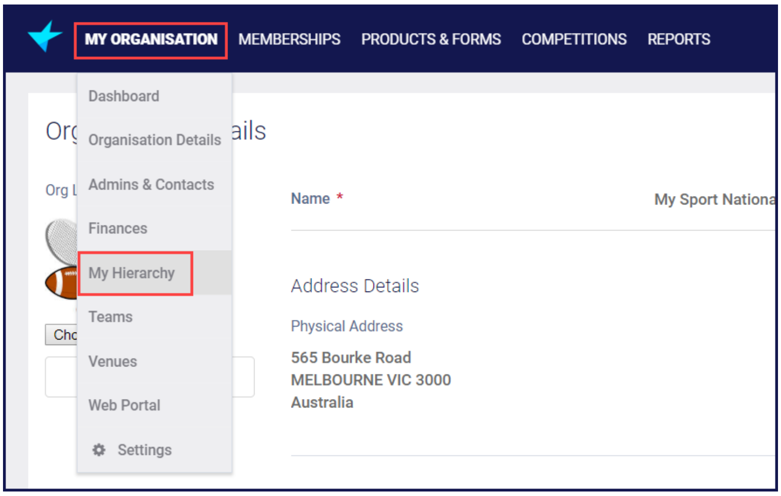
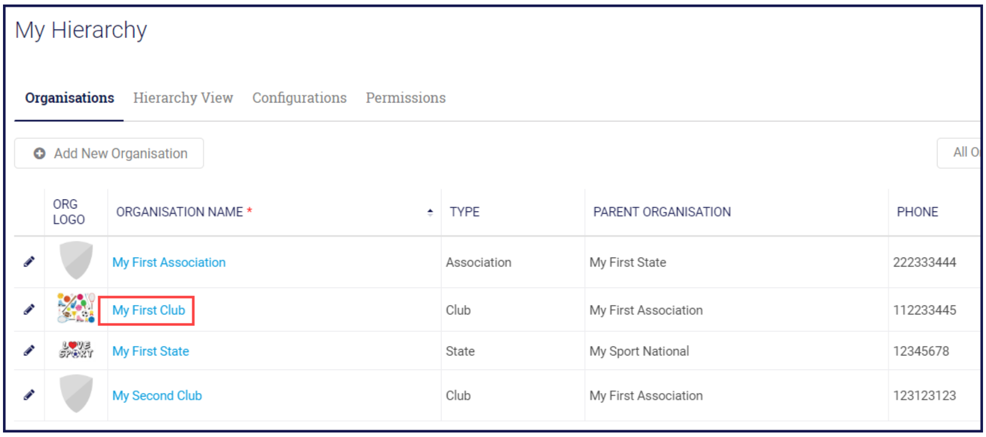
How to do I add system users to an organisation I created?

Last Modified on 08/01/2019 10:57 am AEDT

Hover over **My Organisation** and select **My Hierarchy**.

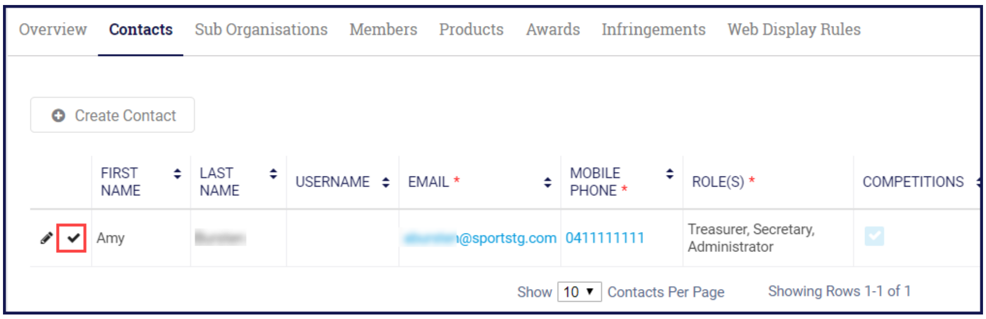


Find your organisation and click on the name.

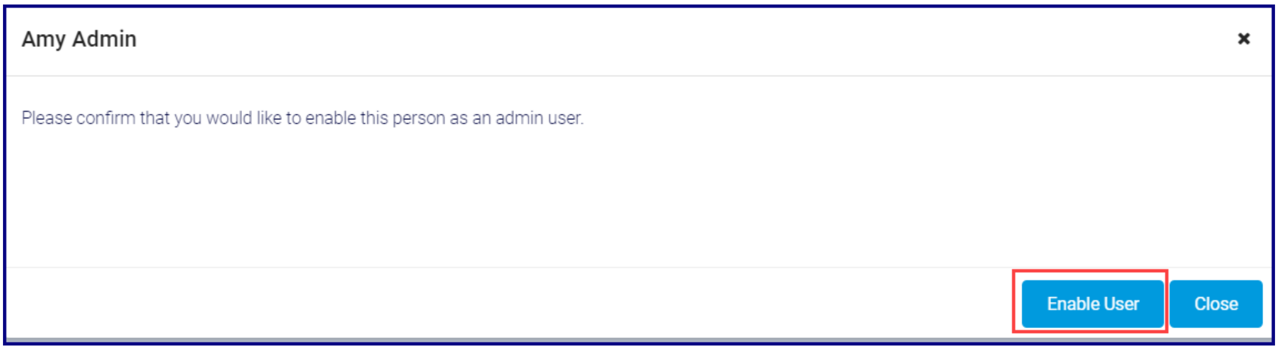


Select the **Contacts** tab.

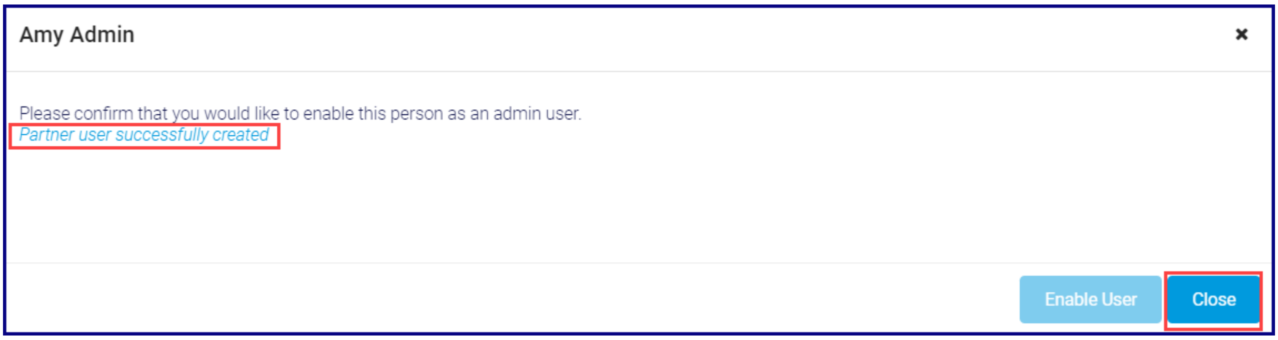
Find the contact you want to make a system user and tick the check before their name.



A box opens asking you to confirm. Click **Enable User**.



You get a confirmation that the user has been set up as an administrator. Click**Close**.



You can see that the contact now has the **Admin Status** of **Active**.

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